

# **SUMMERFIELD ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK**



**2024-2025**

Dear Parents and Students,

It is a pleasure to present the Parent and Student Handbook of Summerfield Elementary School to the community. The purpose of this handbook is to give parents and students a source of accurate first-hand information. If your particular question is not answered completely, please call the school (279-1013). We welcome your questions and concerns.

A helpful suggestion for parents to assist their children to start the new school year is to **read over this handbook with them**. This will help eliminate questions on basic school rules and procedures. Please discuss the contents with your son or daughter.

It is our goal to give each student a good basic education and meet his/her needs as an individual in the world today and in the future. To do this, we need the cooperation and the assistance of parents. We urge you to attend conferences and become active in the parent groups and volunteer for school functions whenever possible.

Your child's welfare and progress is our primary concern. We want parents to feel free to contact us with any school related problem or question. Working together, we can give your child a fine education.

Educationally,

Jodi Bucher  
Principal

## **DISTRICT MISSION STATEMENT**

The Summerfield School District is dedicated to the concept that all students can learn in a safe, positive, stimulating and caring environment.

## **BELIEFS**

We believe learning should be a positive experience for students, staff, parents and community.

We believe students should be taught problem solving skills.

Although learning styles and capabilities may differ, we believe every child can learn to maximize their potential. Gifted and talented activities to help differentiate and supplement curriculum programs and academic competitions should be offered to high potential students. The needs of "working below grade level" and "at risk" students should also be addressed.

We believe students should be taught to function effectively in the world in which they will live.

We believe parents should be an integral part of their child's education.

We believe students and staff should be encouraged to utilize effective communication skills.

We believe students should be taught manners, values, and responsibilities, as modeled by the staff.

We believe staff development and school improvement are ongoing processes.

We believe students should be taught the value of mental and physical well-being.

We believe the entire physical environment of the school district's facilities should be safe and conducive to learning.

## **VALUES FOR SUMMERFIELD SCHOOLS**

We the Board of Education, mindful that public education has always meant education for good citizenship and family values and eager to provide moral support for moral behavior in these difficult times of social change, approve the following code of conduct for students and teachers to serve as the basis for value education. These values are historic American values, which have been endorsed by American citizens of all religions and no religion, to strengthen ethical behavior.

1. I will accept responsibility for all my actions.
2. I will respect the dignity and property of my fellow students and teachers and will never seek to do them harm.
3. I will keep all the promises I make fulfilling the trust that other people place in me.
4. I will complete projects and courses of study which I have begun.
5. I will strive for excellence in all my work and will respect achievement in my fellow students.
6. I will discipline myself to listen, learn and study, recognizing that long-run achievement is more important to my happiness than short-run pleasure.
7. I will not use any substance which will destroy my health and undermine my dignity.
8. I will respect the authority of my parents and teachers because that authority is necessary for the welfare of my family, school, and community.
9. I will train myself to be useful to others.
10. I will work together with others to improve my school, community, and world.

# SUMMERFIELD ELEMENTARY SCHOOL FACULTY 2024-2025

|                        |                          |  |                                       |                      |
|------------------------|--------------------------|--|---------------------------------------|----------------------|
| <b>Sara Stahl</b>      | Kindergarten             |  | <b>Kiersten Spohn</b>                 | Kindergarten         |
| <b>Saige Sulfaro</b>   | kindergarten             |  | <b>Laura Wadsworth<br/>Keri Secor</b> | GSRP preschool       |
| <b>Sara Stafford</b>   | 1st Grade                |  | <b>Lindsay McGannon</b>               | 1st Grade            |
| <b>Mary Lee</b>        | 2nd Grade                |  | <b>Chris Gouin</b>                    | 2nd Grade            |
| <b>Madison Spears</b>  | 3rd Grade                |  | <b>Kaley Smith</b>                    | 3rd Grade            |
| <b>Laura Cowen</b>     | 4th Grade                |  | <b>Wendy Zaletta</b>                  | 4th Grade            |
| <b>Shelly Lietaert</b> | 5th Grade                |  | <b>Terri Nowak</b>                    | 5th Grade            |
| <b>Anne Kastanis</b>   | 6th Grade                |  | <b>Sue Emery</b>                      | 6th Grade            |
| <b>Danielle Lopez</b>  | Special Education        |  | <b>Meena Iott</b>                     | Special Education    |
| <b>Charlene Soule</b>  | ISD-Early<br>Childhood   |  | <b>Noah Gorman</b>                    | Band/Vocal Music     |
| <b>Andrew Baden</b>    | Behavioral<br>Specialist |  | <b>Chloe Ilacqua</b>                  | Speech &<br>Language |
| <b>Megan Sherman</b>   | Intervention             |  | <b>Andrea Parrinello</b>              | Psychologist         |
| <b>Corey Shipe</b>     | Physical Education       |  | <b>Roberta Neckel</b>                 | Social Worker        |
| <b>Connie Jensen</b>   | Librarian                |  | <b>Sharon Holeman</b>                 | Art                  |

## DAILY SCHEDULE

|      |                                  |
|------|----------------------------------|
| 7:30 | Doors Open                       |
| 7:45 | Bell rings to enter the building |
| 7:55 | Classes Begin                    |
| 3:09 | Dismissal                        |

## TIME OF ARRIVAL

Please do not have your child arrive at school earlier than 7:30 a.m.

Students walking to school are encouraged to walk on the sidewalks or as close to the side of the road as possible. If you are dropping off your child please use the parking lot in front if: your child needs assistance getting out of the vehicle or you plan on standing with them until the doors open. The lane closest to the sidewalk is for drop and go only. If using this lane please pull up as far as possible before letting your child(ren) out. This is the safest and most efficient way of dropping off your child(ren). Thank you for your cooperation.

## DROP OFF/PICK UP PROCEDURE

### **Drop off Procedure:**

Please do not drop off students early, as there is no supervision and could create a safety issue for your child(ren). The bell rings at 7:45 am to enter the building and school begins at 7:55am.

The only doors that will be opened/monitored to enter the building will be the front entrance and the two doors at the back of the building.

**Bus riders** will use the one by the bulldog at the end of the K-2 hallway and one by the band room in the 3rd-4th hallway.

**Walkers/Drop off:** Any student who walks or is dropped off will use the main doors at the front entrance which will open at 7:30am. A staff member will be at the doors until the bell rings at 7:45 am. The school day officially begins at 7:55am. *Please do not park along the curb directly in front of the elementary school as this lane is to be used for drop and go only. If you wish to walk your child to the entrance and/or wait with them please use the parking lot across the street.*

*Any student arriving late will be required to use the front entrance and sign in at the office.*

Any parent/guardian wishing to enter the building must use the main entrance and sign in at the office. You will be required to sign in, leave your driver's license/ picture id, wear a visitor's badge, and sign out upon leaving.

Throughout the school day, all doors will be locked. All visitors must use the front entrance and ring the doorbell to be buzzed in. After entering the building, visitors must sign in; leave your driver's license or picture id and sign out when the visit is complete.

**Pick up procedure:**

Buses will line up in the back of the building and students will be dismissed by the bell/teachers. Any parent/guardian who is picking up a K-3 student must meet their child(ren) at the main front entrance. Doors will remain locked and teachers will walk students to the door to meet their parent(s)/guardian(s). All other students may exit other doors and meet their parents at a designated place outside of the building.

**RIDING BICYCLES TO SCHOOL**

Bicycles should be ridden in accordance with the laws of the State of Michigan. Any deviations from the proper standards will force the administration to take away the privilege of riding a bike to school. The bicycle must be walked while on the school playground or school walks and must be parked in the bicycle racks. The school is not responsible for the bicycle while parked at school. Students are encouraged to lock their bicycles at all times. The bike rack is located in the front of the building by the library entrance.

**PUPIL TARDY**

**A child is tardy when he/she arrives after 7:55 a.m. A student is considered absent for the morning session if he/she arrives after 9:30 a.m. If a student arrives in school after 1:30 p.m., he/she is counted absent for the afternoon session.**

**PUPIL ABSENCE**

Parents are asked to call the school to let us know you are keeping your child home. To ensure the safe arrival of each student at school, a phone call will be made to verify your child's absence, if we have not received a call from you.

If it is necessary for your child to be absent from school, the parent must send a written excuse to the teacher when the student returns to school. The written excuse should include the reason for and the date of the absence and must be signed by the parent. Please turn in any doctor's notes upon return. Your cooperation will be appreciated.

***Note: County Truancy protocols will be followed.***

**STUDENTS LEAVING SCHOOL PREMISES**

Children are never allowed to leave the school premises during the class day unless a parent's knowledge and approval is furnished to the office. If a student leaves school during the day, his/her parent is to sign the student out at the office. If a student arrives at school after 7:55 a.m., he/she is to sign in at the office.

When parents have occasions to take pupils out of school during the school day, please follow the proper procedure: If it is known in advance that the child will need to leave school for medical or dental appointments, the parent should send a note with the child to their teacher. At the time the pupil is to leave, the parent should come to the office to sign the child out. If a child must be taken out of school for a reason that is not known in advance, a phone call to the school will make it possible to have the child in the office ready to be signed out. If an advance call is not possible, please stop at the office and the student will be called from his/her classroom.

## SICK CHILDREN

If a child becomes ill at school and cannot remain in the classroom, you will be contacted by phone and the child will go home with you or with a person designated on the emergency card. Please make sure we know who to call in case of an emergency. Whenever someone comes to pick up a child, whether for illness, doctor appointments, etc., they will be required to sign the child out on the office check-out register.

## MEDICATIONS

There are numerous regulations that must be followed by the school, the parents, and the students to insure the proper, safe administration of any prescription or non-prescription medication. A copy of these regulations, along with a form that must be completed by a physician, can be picked up at the school office or downloaded from our website.

**No medications, prescription or over the counter, may be in the possession of any student at school, nor be brought to school by the student, and the school cannot distribute any medication without the above, completed form on file. This form must be updated at the beginning of every school year.**

### [Medication Authorization Form](#)

## PHYSICAL LIMITATION INFORMATION

The school should be informed by the parent each new school year, if a child has any physical limitations on his/her activities because of a physical condition. A statement should be obtained from your physician, addressed to the school, listing specific activities that your child may or may not participate in, and for what specified period of time.

## PARENTS VISITING SCHOOL

Parents/guardians are always welcome in our school. If you are coming to visit your child's classroom or confer with a teacher, we ask that you contact the office or teacher in advance to arrange an appointment. In ALL cases parents or visitors **must** stop at the office to receive a "VISITORS PASS". This will enable us to know who is in the building to maximize the security and safety as well as to contact you for an emergency. A license/photo ID will be required.

### P.I.E. (Partners in Education)

Volunteers are required to sign in at the office. All volunteers must have a background check.

 **24-25 Volunteer Release Form.pdf**

## STUDENTS VISITING SCHOOL

Students **are not** allowed to bring a relative or friend from another school district to visit our school. We believe this could cause a distraction to the educational process.



## STUDENTS VISITING FRIENDS OR RELATIVES AFTER SCHOOL

If your child plans to visit a friend, *a note from the parents of BOTH children involved is needed*, indicating the visit. The notes must be taken to the office and approved by noon. This will let the office know that both sets of parents are aware of the visit. Due to a lack of space on our bus runs, students will not be allowed to ride home with another student. An exception to this is if they ride the same bus. However, a parent may pick up another student to go home if they have the proper written approval mentioned above.

## APPEARANCE

Student appearance must be neat, clean, decent, and appropriate. Any state of dress or grooming which could constitute a health or safety hazard or be considered unkempt, unclean, indecent, or inappropriate, will not be allowed. Because of our responsibility to the community and students, health and safety are of the greatest importance in establishing an appropriate and sufficient dress code. Therefore, we must insist on the following partial list of rules which are not all inclusive. Other regulations may be added by the building principal.

- Shoes must be worn at all times. Shoes with wheels (Heelies), Flip Flops, and shoes with heel plates are not permitted in the school building.
- Hats or various styles of headdress are not acceptable in school except for special dress up days.
- Bare midriffs, backless or halter style clothing will not be allowed in school.
- “Baggie”, or sagging pants, or pants with holes above the knee, will not be permitted.
- Clothing that mentions, advertises, or illustrates smoking, alcohol, drugs, or makes inappropriate expressions will not be worn in school.
- Coats are not to be worn to class but should be stored in the locker or designated coat storage areas, unless other permission is granted for unique circumstances.
- Appropriate shorts may be worn in the fall until November 1st, and in the spring, starting April 1st.

Students who are in violation or deemed questionable on the dress code will be sent to the office immediately to correct their appearance before returning to class. Action by the administration is not limited to those items listed; rather the corrective measures indicated are to serve only as guidelines.

## ELECTRONIC DEVICES

No Summerfield student will be permitted to carry a cell phone or electronic device during school. Exceptions to this rule will be made for anyone who has a serious health problem and/or unusual circumstances. Written requests for permission to have such items will have to be accompanied by a doctor's statement or that of an official law enforcement agency.

During the school day, students shall not use or have in their possession any electronic communication device. Such devices shall not be used during instructional time, passing time between classes or lunch periods unless there is a bona fide health or safety emergency. Use of any device shall be limited to the period before classes begin and after the last period of instruction.

Students violating this policy may be subject to disciplinary action: verbal reprimand, phone taken away, parents contacted, detention, suspension and/or expulsion.

Wheel backpacks are not allowed unless a written request to use one is accompanied by a doctor's statement. Due to lack of space, trapper keeper notebooks are not allowed for grades KG thru 6<sup>th</sup>.

### CAFETERIA SERVICES

The Summerfield School Cafeteria daily prepares and serves the federally approved Type A school lunch that is nutritionally balanced, hot and delicious to eat. A dessert is served in addition to the basic lunch. A menu is sent home each month. **All children are eligible to receive a free breakfast and lunch for the 2024-25 school year.**

1. Students may eat breakfast.
2. Students may eat a type A lunch.
3. Students may carry a sack lunch from home and buy milk.

**\*\*Click on links below to be directed to websites for My School Bucks(add money to your child's lunch account) and Nutrislice (menu)**



**2024-2025 school year:**

**Milk \$0.50.**

### SNACKS/BIRTHDAY/CLASSROOM TREATS

**We love to acknowledge your child's birthday but ask that all food items brought to school to share with the classroom meet our wellness policy guidelines. Also, they must be INDIVIDUALLY prepackaged. An wonderful alternative to sending a treat for a birthday would be pencils, erasers, bookmarks, etc.**

**Note: Please do NOT send in birthday invitations to school.**

### CLASSROOM PARTIES

**Teachers will send out a sign up sheet for classroom party treats. All items must follow our wellness policy.**

### PLAYGROUND RULES

During any recess period, the children are supervised by playground supervisors. The supervisor's relationship with the children is the same as a teachers. The children must cooperate with respect and

obey the supervisor. The following are some rules that have been found necessary in order to have a safe playground:

1. Children may not leave the playground without permission of the supervisor to get a ball that rolled across the street.
2. During recess may not re-enter the building without permission of the supervisor.
3. When playing, the rights of others must be respected as in the "Golden Rule".
4. All activities must be in a form that will result in a safe, enjoyable time for everyone. Activities that could result in intentional or accidental injury are forbidden. No pushing, shoving, tripping, kicking, wrestling, pulling on clothing, picking up and throwing stones, sticks, snowballs, or sharp objects are allowed.
5. Games are to be played by the rules and encouraged. Do not interfere with games in progress.
6. Pupils are not to play outside of the fence.
7. If a child is hurt on the playground, the supervisor should be notified. He/She will send the child to the principal's office for first aid.
8. Children are not to play with or near the bicycles or bike racks.
9. Softball is encouraged. Baseballs are not allowed on the playground.
10. Body contact games are not allowed.
11. Children must be willing to share any item brought onto the playground and understand that items may not return in the same condition in which they came to school.

### **OUTDOOR RECESS POLICY**

When weather is inclement or the wind chill factor is below 15 degrees, everyone will stay inside. It is assumed that you will send your children to school dressed in a manner that they can go outdoors at noon. If the child needs to stay in for more than two days, while recovering from an illness, then he/she should bring a note from the doctor stating how long your child should stay in the building during recess.

### **LIBRARY REGULATIONS**

The purpose of the library is to expose students to a variety of reading materials. When students check out a library book, it is their responsibility to return that book on time and in the same condition the book was in when it was checked out. A fine is levied for the days the book is overdue, and for any damages to the book.

### **GUIDELINES FOR COMPUTER USAGE**

The network is provided for students to conduct research and communicate with others. Access to network services are given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

Within reason, freedom of speech and access to information will be honored. Information storage areas

may be treated like school lockers. School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks or other technologies
- Violating copyright laws
- Using another student's password.
- Trespassing in another student's folders, work, mail or files.
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any other actions deemed inappropriate by the administration.

Violations may result in a loss of access as well as other disciplinary or legal action.

Any student wishing to have access to computers will be required to have a parental permission form on file in the school.

Please click on the link:

### **1 to 1 Student Device Agreement:**

## **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance.

Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- 1). Research assistance: AI/NLP tools can be used to help students quickly and

efficiently search for and find relevant information for their school projects and assignments.

- 2). Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- 3). Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- 4). Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- 5). Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

## **DISCIPLINE**

School officials recognize that there are many methods of correcting inappropriate behavior. Some of these are listed. In some cases, more than one may be used. For example, a child might be corrected by the teacher, the principal, and the parent called at home.

### **POSSIBLE CONSEQUENCES:**

- |   |   |
|---|---|
| a. Verbal reprimand by teacher                | g. Repair damaged property                |
| b. Verbal reprimand by principal              | h. Pay for or clean damaged property.     |
| c. Parents called by teacher and/or principal | i. Written essay on appropriate subject.  |
| d. Isolation                                  | j. Suspended from school.                 |
| e. Take away recess or other privileges       | k. Call proper authorities.               |
| f. Serve an after-school detention            | l. Formal hearing with Board of Education |

## **Dr. Mc Evoy's Behavior Rubric**

### **AFTER SCHOOL DETENTION PROCEDURE**

The after-school detention procedure is for the fourth, fifth and sixth grade students in the elementary building and will be served on Tuesdays. Students will be dismissed at 4:00pm. Please pick up at the main entrance.

- a) Written notice of the reason and date the detention is to be served will be given to the student to be taken home. It must be signed by the parent or guardian and returned to the teacher assigning the detention **on or before** the scheduled detention date. The purpose

of this is to make you aware of your child's misbehavior and arrange for his/her transportation home.

- b) Students who are absent on the assigned day will serve their detention on the next available detention date.
- c) Report by 3:15 p.m. to the detention hall.
- d) No materials, books, etc. are to be brought to the detention hall.
- e) No talking, sleeping or turning around will be permitted.
- f) Detention time in conflict with extracurricular activities, jobs, etc., will not in and of itself be a valid reason for dismissal or postponement of the time.
- g) Breaking of any detention hall rules will result in the serving of an additional detention.
- h) Failure to report to the detention hall with a signed slip may result in an additional detention or suspension.
- i) Upon receiving the fourth and all subsequent detentions within a marking period, a student will receive a one-day suspension.
- j) Students will not be allowed to go on any field trips if they have received 6 or more detentions.

## **WEAPONS**

- A. Federal law establishes a “Weapon-Free School Zone” that extends 1,000 feet from the boundary of any school property.
- B. The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.
- C. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paintball, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives of any kind, including firecrackers, smoke bombs, etc.
- D. Any student who is in possession of a weapon at school or at a school-related activity or while under the authority of the school will face disciplinary action including suspension and/or expulsion up to 180 days. Law enforcement officers will be notified of the violation.

## **BULLYING/HARASSMENT POLICY**

Bullying/Harassment, for the purpose of this policy, will be defined as repeated intimidation of others by means of written or verbal expression, physical act or gesture, or through attacks on the property of another, intended to cause distress upon one or more students in the school environment.

Students violating this policy may be subject to disciplinary action: verbal reprimand, detention, suspension, and or expulsion.

## **SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. Sexual harassment is unacceptable to this school district. It is against the

policy of our school district for any administrator, employee, independent contractor or volunteer (subsequently "employee"), male or female, to sexually harass another employee, student or volunteer. Complaints should be brought to the attention of the Principal.

A student shall not make unwelcome sexual advances either verbally or physically. The consequences of such behavior will be determined by the principal, but may include suspension and/or expulsion.

Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Click the link below for Sexual Harassment information required by the state of Michigan for grades 6-12.

[https://www.michigan.gov/mde/-/media/Project/Websites/mde/ohns/School-Health-and-Safety/SHSA-Info-Guide-Pages-1-to-4\\_08052024.pdf?rev=12f298e51b814a2db32ef6a193c1655a&hash=88C65E65C16EEC0A2B7FCAABC3251472](https://www.michigan.gov/mde/-/media/Project/Websites/mde/ohns/School-Health-and-Safety/SHSA-Info-Guide-Pages-1-to-4_08052024.pdf?rev=12f298e51b814a2db32ef6a193c1655a&hash=88C65E65C16EEC0A2B7FCAABC3251472)

### **SMOKING, VAPING, NARCOTICS, ALCOHOL & CHEWING TOBACCO**

The possession or use of illicit drugs and the unlawful possession or use of alcohol, and the possession or use of tobacco is wrong and harmful to one's health. Therefore, students who are in possession of drug-related paraphernalia or who use, possess or are under the influence of alcohol, narcotics or other dangerous drugs including look-alike drugs, or who smoke, possess smoking materials or possess or use chewing tobacco on or near school district property during school hours, or at any school sponsored activity are subject to immediate suspension and/or expulsion.

- (1) This applies whenever students are under the jurisdiction of the school.
- (2) In accordance with Public Act 140 of 1993, smoking is considered punishable with a maximum of a \$50 fine. Violators will be reported to the authorities for prosecution.

### **MALT BEVERAGES LABELED AS "NON-ALCOHOLIC"**

Malt beverages labeled as "non-alcohol" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures.

### **LOST AND FOUND**

Valuable items such as watches, glasses, money or billfolds, if found, should be turned into the office. Pupils and parents are invited to check with the secretary in the office for anything you or your child might have lost at school. There is also a lost & found box located in the office lobby. Please check in the box if your child is missing an item.

### **TELEPHONE**



The office telephone is a business phone, and may not be used by students, except for emergencies. Each classroom has a telephone. Students may use them with the teacher's permission.

### **HONOR ROLL**

Students in third through sixth grades receiving all A's and B's for any marking period are placed on the Honor Roll.

### **INCLEMENT WEATHER**

When road conditions are thought to be too hazardous for the safe operation of school busses and walking to school, then all schools in our system will be delayed or closed. There are different ways of being notified of this. **PLEASE DO NOT CALL THE OFFICE.**

**Infinite Campus Messenger:** This system is set up to alert you regarding any cancellations or delays on your home or cell telephones, or e-mail or PDA's.

### **Twitter/Facebook/website/tv:**

Listen to one of the local stations listed below carrying the announcements.

|                    |   |
|--------------------|---|
| <b>Television:</b> | WTVG (TV-13) Toledo<br>WTOL (TV-11) Toledo<br>WNWO (TV-24) Toledo |
| <b>Twitter:</b>    | Summerfield Bulldogs @GoSHS Bulldogs                              |
| <b>Facebook:</b>   | Summerfield Elementary  |
| <b>Website:</b>    | www.summerfield.k12.mi.us   |

### **TWO HOUR WEATHER DELAYS**

School begins at 9:55 a.m. and ends at 3:09pm

Bus will arrive at your home **two hours later** than the usual pick up/drop off time.

### **TORNADO SAFETY PROCEDURES**

**Tornado Watch:** A weather bureau alert to the possibility of tornado development.  
**NO** sirens are sounded.

Procedure for **watch** is:

1. Staff is alerted.
2. Regular school program continues.
3. Playground activities are canceled.
4. Radio is monitored.
5. School is dismissed at regular time.
6. Children are warned to go directly home.
7. All after-school activities are canceled.



**Tornado Warning:** A weather bureau report of a tornado sighting.

The siren **IS** sounded.

- Procedure for **warning** is:
1. Staff is alerted.
  2. Radio is monitored.
  3. Children take safety positions in designated areas.
  4. Parents may pick up children. As a general rule, students **will not** be released to anyone other than a parent.
  5. A careful "head count" will be maintained.
  6. At school dismissal time, students will be held at school until picked up by a parent, or until "all clear."

**REMEMBER:** Tornado **WATCH** means a tornado is possible. The school will be on alert, but the regular program will continue. School will be dismissed at the regular dismissal time. Tornado **WARNING** means a tornado has actually been sighted. The school will be in a sheltered situation. Parents may pick up their children. At dismissal time, children will be held in the building.

### RIDING THE SCHOOL BUS

Please note, as of February 2024, all Summerfield buses are equipped with interior and exterior cameras for the safety of our student riders.

The following rules must be adhered to if the bus is to be a safe vehicle for your child to ride.

**Please go over these rules with your child.**

1. The bus driver is in full charge of his/her bus and the pupils who ride it. You should obey the driver promptly and respectfully.
2. The driver has a regular schedule to meet. Be sure you are waiting for the bus at the road when it arrives.
  - a. Be in the place designated, ready to board the bus at the time shown on the schedule of the bus.
  - b. The bus driver cannot wait for tardy pupils. If they waited one extra minute each stop, they would be 30 to 40 minutes late.
  - c. Never stand in the roadway while waiting for the bus.
3. Always wait for the bus to come to a complete stop before entering or leaving it. Never get off or on the bus while it is in motion.
4. Keep the aisle free from books, lunch boxes and other objects. Someone could stumble over these and be seriously injured.
5. Avoid tampering with releases on the safety door & discourage others from doing so.
6. Occupy the seat assigned by the driver.
7. Do not leave your seat while the bus is in motion.
8. Observe good conduct while getting on or off the bus or while riding.
9. Warn the driver of approaching danger.
10. Enter or leave the bus only at the front door, except in case of an emergency.
11. Cross the highway after leaving the bus in the following manner.
  - a) Be sure the bus is stopped.

- b) After leaving the bus, go approximately 6 feet in front of the bus within sight of the driver and wait for the signal to cross.
  - c) Look both ways before crossing.
  - d) Walk (don't run) in front of the bus.
12. Keep hands and head inside the bus at all times.
  13. Inform driver when absence from school is expected.
  14. Help keep the bus clean.
  15. Report damage to the bus driver immediately.
  16. Eating is NOT allowed on the bus.
  - 17. Due to lack of space, students are NOT allowed to ride the bus home with other students.**
  18. If your conduct endangers others, the bus driver is duty bound to report this type of behavior to the principal for appropriate disciplinary action.
  19. Inappropriate behavior can lead to a student being assigned a seat, detention, or being suspended from riding the bus.

### **ELEMENTARY SCHOOL RETENTION POLICY**

**PHILOSOPHY:** When a society attempts to educate the masses as we do in this country, we are bound to have students who are unable to meet the standards set forth by the school. These are the children who will be candidates for retention at some point in their quests for an education. In most cases, retention does improve academic performances without injuring the emotional or social adjustment of the child. The task of educators should be to select those students, in their professional opinion, who would benefit by retention. To this end, the following considerations are directed:

Those students who might benefit most from retention will have some of the following characteristics: signs of immaturity, low self-concept, academic failure, poor attendance, and previous year's school records which indicate academic difficulty.

1. Early identification is needed if retention is to be successful.
2. Notification of possible grade level retention must be given to parents by the end of the third marking period.
3. Administration will be responsible for guidelines which follow the progress of all retained students.
4. The building principal should utilize as many available services as possible, plus recommendations from the staff in reaching the decision to recommend retention.

**For each student for whom retention is being considered, the following steps will take place:**

1. If it is the opinion of the teaching staff that said student shall be considered for retention, a meeting between said teacher(s) shall be held to discuss the individual student. The building principal's decision shall be final.
2. If the decision from the above meeting is to proceed, the student's parents will be asked to meet with the teacher(s) and/or principal. The decision to retain or place the student shall be made at this time. The responsibility for documenting this meeting shall be that of the teacher. Copies of this documentation shall be placed in the child's file.

3. Appeals may be made to the Superintendent, and if necessary with the Summerfield Board of Education.

### **ELEMENTARY SCHOOL PLACEMENT POLICY**

Our teaching staff devotes a great deal of time to form classes for each school year. Our goal is to place each child in the learning environment that encourages his/her best growth academically, socially, and emotionally. In accomplishing this task, we review learning abilities, special learning considerations and similar number of boys and girls in each classroom. This task is a complex one that we choose to spend a great deal of time on to help insure an appropriate placement for your child.

If there is a specific concern that is directly related to a sincere educational issue, you may put it in writing and direct it to the principal on or before **May 1<sup>st</sup>**. **Consideration will only be given to those requests that reflect a significant educational concern.** Please pick up a placement form in the office or website and turn in no later than **May 1<sup>st</sup>**. Please click on link below.

**[Teacher Request Form:](#)**

## **QUICK REFERENCE INFORMATION**

### **ELEMENTARY OFFICE**

|                   |              |          |  |
|-------------------|--------------|----------|--|
| Jodi Bucher       | 734-279-1013 | Ext. 254 |  |
| Stephanie Lemert  | 734-279-1013 | Ext. 251 |  |
| Lisa Ladd         | 734-279-1013 | Ext. 252 |  |
| Report an Absence | 734-279-1013 | Ext. 255 | <b><u>Please call by 8:10 a.m.</u></b> |

### **DAILY SCHEDULE**

|                          |           |
|--------------------------|-----------|
| Breakfast Students       | 7:45 a.m. |
| Students Enter @         | 7:45 a.m. |
| School Officially starts | 7:55 a.m. |
| Dismissal                | 3:09 p.m. |

|   | <u>Lunch</u>          | <u>Recess</u>         |
|---|-----------------------|-----------------------|
| Kindergarten                            | 11:00 a.m.-11:25 a.m. | 11:25 a.m.-11:51 a.m. |
| 1 <sup>st</sup> & 2 <sup>nd</sup> Grade | 11:30 a.m.-11:55 a.m. | 11:55 a.m.-12:21 p.m. |
| 3 <sup>rd</sup> & 4 <sup>th</sup> Grade | 12:00 p.m.-12:25 p.m. | 12:25 p.m.-12:51 p.m. |

## What is “Title I”?

Title I is the name of a program from the federal government that provides funding to school districts across our nation.

The purpose of the funding is to ensure that ALL students who are struggling in reading, writing, math, science and social studies can get extra assistance at their school or in their classroom.

This funding is part of the “No Child Left Behind” Act of 2001. This type of assistance has been in existence since 1965 when President Lyndon Johnson signed the Elementary & Secondary Education Act. Every few years, this legislation gets renewed, and gets a new name and new requirements.

Title I is NOT a special education program. It is an added service to students to ensure that they can keep up with the expectations of their teacher for their grade level.

## How can a parent learn more about Title I?

Parents are the first teachers for their children. They know their children better than anyone.

Summerfield Schools all welcome parent involvement in our programs & services. We want to be sure we are meeting your child’s needs AND meeting your expectations.

### Here are some ways YOU can be more involved:

- **Attend our parent meetings. There will be a special meeting held JUST FOR parents regarding our the purpose and spending of Title I monies.**
- **Stay in close communication with your child’s teacher and principal. Ask questions about the extra help he/she is receiving.**
- **Attend Parent /Teacher conferences regularly. Schedule additional times if you have concerns.**
- **Attend any of our parent workshops and/or family events which are designed to help you help your child.**
- **Fill out our surveys to help us know what your concerns are. These help us know what you think your child needs.**

## **What are the Title I services provided in Schools?**

### **Elementary**

- Math intervention
- Reading intervention
- Behavior intervention
- Social studies/Science assistance

### **Summer School & After School**

When extra funding is available, Title I has supported summer school and extended day/after school tutoring for students.

### **Parent Programs & Activities**

The Title I program supports parent involvement by involving parents in decision making for funding/programs, family events, and parent meetings.

**For More Information About Title I  
Program & Services contact:**

**Jodi Bucher**  
Title I Coordinator

**(734)279-1013 ext 254**

## **Summerfield Elementary School**

### **2024-2025 School-Parent Compact**

Dear Parent or Guardian:

We value what you do to help your child succeed in school. One part of our school's parent and family

engagement policy is this school-parent compact. This compact was developed jointly with parents and identifies ways you and school staff can share the responsibility for supporting your child's learning.

#### **School Responsibilities:**

- We will provide high quality curriculum and instruction in a supportive and effective learning

environment

- We will provide you with assistance in understanding academic achievement standards and tests, how

to track your child's progress, and how to establish a successful homework setting and routine

- We will provide opportunities for regular communication between you and teachers through:

- Parent teacher conferences
- Frequent reports about your child's progress
- Opportunities for planned visits
- Ensuring regular communication between family members and school staff to the extent

possible, in a language that family members can understand

### **Parent Responsibilities:**

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone,  
or computer and encourage positive use of your child's additional time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the  
education of your child.

### **Student Responsibilities:**

- Come to school each day ready to learn and do my best
- Follow school and classroom rules

- Do my homework every day and ask for help when I need it
- Read 20 minutes or more every day outside of school time
- Watch less television and play less video games
- Give my parents/guardians all notices and information received by me from my school every day

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed

with you during a parent-teacher conference as it relates to your child's progress in school.

*Thank you for your support and involvement in your child's education. Please contact **Jodi Bucher 734-279-1013** for more information or questions.*